



# MAINTENANCE TECHNICIAN SERIES – TECHNICIAN I/II/III

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FLSA Status: Non-Exempt

Adopted: March 2000

Revised: September 2006

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

## GENERAL DEFINITION

To perform or assist in a variety of semi-skilled and manual tasks in landscaping, building maintenance and the cleaning, maintenance, and repair of streets, parks, drainage systems, and related public works; operate power-driven equipment; and may act as a lead person on maintenance or repair jobs. Incumbents are normally expected to solve most work problems independently and to make recommendations to supervisory personnel regarding those matters which involve policy decisions, technical questions and unusual problems, but do not have independent purchasing authority.

## DISTINGUISHING CHARACTERISTICS

**Maintenance Technician I:** This is the entry-level class in the Maintenance Technician series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned and in assisting higher-level staff in performing the more complex and difficult tasks. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under the immediate supervision of a Public Works Supervisor or Maintenance Technician II or III while learning job tasks.

**Maintenance Technician II:** This is the journey level class within the Maintenance Technician series. This class is distinguished from the Maintenance Technician I by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level. Receives general supervision from a Public Works Supervisor or Maintenance Technician III. Exercises technical supervision over less experienced Maintenance Technicians and Laborers.

**Maintenance Technician III:** This is the advanced journey-level class within the Maintenance Technician series. This class is distinguished from the Maintenance Technician II by the assignment of the full range of duties and the application of specialized knowledge in the most

complex and advanced maintenance work of the crew. This position provides direction to a small crew of Maintenance Workers. Receives general supervision from a Public Works Supervisor. Exercises technical supervision over Maintenance Technician I/II and Laborers. May order supplies, manage inventory, schedule work, and assist in budget development.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

Duties may include, but are not limited to:

- Load, unload and transport parts, materials and equipment
- Operate small hand and power tools
- Operate a variety of air tools
- Operate spray units
- Operate power driven street, sewer, and water construction and repair equipment
- Operate vehicles and equipment including bucket trucks and pick-up trucks
- May occasionally operate heavy equipment
- Clean and maintain tools and mechanical equipment
- Pick up litter, trash and leaves
- Perform plumbing, electrical and carpentry work
- May be required to respond to emergency calls
- Repair vandalism

#### **Building:**

- Perform air conditioning repairs and maintenance, including lubricating bearings, changing and adjusting belts and sheaves replacing air filters
- Install and replace ballasts, switches, outlets, electrical ducting and wiring
- Repair minor roof leaks
- Build alterations and repairs
- Prepare, caulk, primes and paint surfaces
- Troubleshoot and conduct minor repair to air conditioning units
- Remove and replace traffic signal and street light lamps
- Troubleshoot, service and perform repairs on street lights, parking lot lights, park lights and area lighting
- Assume custodian's duties in incumbent's absence

#### **Field Utilities:**

- Expose/repair/cut and replace broken sewer lines, water lines and leaks in mains and service lines with various types and proper size pipes, clean sewer mains/laterals/storm drain lines and catch basins, laying sewer and water mains and laterals, prepare trenches for asphalt, tap water lines and installation and repair of valves/meters and pipes of all size, prepare ground and apply asphalt concrete and premix materials to streets, and assist in performing backflow device repair; measure, cut, thread and fit pipe
- Break up of paved surfaces
- Perform pick and shovel work and dig, widen, and backfill trenches and other excavation
- Clean storm drain lines
- Catch basins
- Load, transport, and unload pipe, gravel, dirt, asphalt, and other materials and equipment
- Remove and replace road material, such as asphalt
- Use premix asphalt to repair streets and gutters following sewer-line and water line repair, operate loader and dump truck to remove dirt and debris
- Perform Underground Service Alert locating for Town utilities

**Parks:**

- Perform turf, irrigation and tree maintenance
- Install new landscape and street trees
- Plant, water, and fertilize nursery stock; perform routine maintenance on restrooms
- Clean walks, parking lots and public fountains
- Assist certified operators with pest control and equipment maintenance
- Assist with carpentry, plumbing, metal work, and painting
- Clean tennis and multi-purpose courts and bike trails
- Maintain and mark ball fields
- Identify and classify a variety of pesticides and weeds
- Selects and formulates spray plan for pesticides and herbicides that will control or eradicate
- Select and mix sprays according to labels
- Select appropriate times and seasons to apply spray and performs duties necessary for eradication of pests and weeds
- Maintain parks to enhance beauty in a horticultural plan
- Trim trees, shrubs and plants
- Prune, fertilize and irrigate
- Complete tree and stump removal, mowing, edging, and watering

**Streets:**

- Prepare street surfaces for paving
- Perform pick and shovel work and digging, widening and backfilling of trenches and other excavation
- Assist in applying asphalt, concrete, and premixed materials to streets and other roadways
- Remove and replace road material, such as asphalt
- Remove and replace traffic safety materials, such as reflectors
- Measure, cut and thread pipe
- Measure lay outs and paint crosswalks, curbs stop bars and sign posts
- Use premix asphalt to repair streets and gutters following water and sewer line repair
- Back fill trenches and excavations
- Clean drainage ditches and creeks
- Perform mechanical weed abatement
- Prepare surfaces for street painting, sign and concrete installations
- Prepare grade, forms, pours, and finishes concrete
- Paint traffic lanes and installs street signs of various types

**QUALIFICATIONS****Maintenance Technician I****Knowledge of:**

- Use and purpose of general construction and maintenance tools and equipment
- Basic construction and maintenance methods and terminology of trade
- Principles and practices of work safety

**Ability to:**

- Represent the Town in a positive manner
- Exercise excellent customer service skills including patience and professionalism at all time
- Perform a wide variety of semi-skilled and unskilled tasks in the construction, maintenance and repair of Town public works
- Operate trucks and a variety of power driven equipment

- Perform heavy manual labor
- Understand and carry out oral and written directions
- Establish and maintain effective working relationships with those contacted in the course of work

### **Education and Experience**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to completion of the twelfth grade.
- Experience: One year of experience in construction and maintenance work; public works experience is desirable.

### **Licenses and/or Certificates**

Must possess and maintain a valid California driver license

## **Maintenance Technician II**

In addition to the qualifications for the Maintenance Technician I:

### **Knowledge of:**

- General construction and maintenance materials, procedures, and equipment with particular reference to street, water, sewer, parks, and building operations
- Operation of heavy power-driven equipment, including, but not limited to, trucks, loaders, rollers, sewer rodders, compressors, vactor, flusher, patch truck and related equipment
- Tools used in street, water, sewer, parks, and building construction and maintenance
- Safe work practices

### **Ability to:**

- Perform semi-skilled or skilled maintenance tasks in construction, maintenance, and repair of public works and lead a small crew on an assigned project

### **Education and Experience**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Education: Equivalent to completion of the twelfth grade
- Experience: Two years of experience in general public works construction, maintenance, and repair work, including the operation of some power-driven equipment

### **Licenses and/or Certificates**

- Possession of an appropriate valid California driver license
- Possession of a Certified Applicators Certificate from State of California Department of Pesticide Regulation

## **Maintenance Technician III**

In addition to the qualifications for the Maintenance Technician II:

### **Knowledge of:**

- General construction and maintenance materials, procedures, and equipment with particular reference to street, water, sewer, parks, and building operations
- Operation of heavy power-driven equipment, including, but not limited to, trucks, loaders, rollers, sewer rodders, compressors, vactor, flusher, patch truck and related equipment
- Tools used in street, water, sewer, parks, and building construction and maintenance

- Safe work practices
- Personnel management including supervising staff
- Departmental and program budget development and monitoring
- Inventory control
- Purchasing

**Ability to:**

- Perform complex semi-skilled or skilled maintenance tasks in construction, maintenance, and repair of public works and lead a small crew

**Education and Experience**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Education: Equivalent to completion of the twelfth grade
- Experience: Five years of experience in general public works construction, maintenance, and repair work, including the operation of a wide range of related power-driven equipment.

OR

Three years of experience as a Maintenance Technician in the Town of Colma (any combination of Maintenance Technician I or II).

**Licenses and/or Certificates**

- Possession of an appropriate valid California driver license
- Possession of a Certified Applicators Certificate from State of California Department of Pesticide Regulation.

**SPECIAL REQUIREMENTS**

These functions may be performed with or without reasonable accommodation:

- Ability to work effectively with co-workers, the public, and others by sharing ideas in a constructive and positive manner
- Listen to and objectively consider ideas and suggestions from others
- Keep commitments
- Keep others informed of work progress, timetables, and issues
- Address problems and issues constructively to find mutually acceptable and practical business solutions

**PHYSICAL AND SENSORY REQUIREMENTS**

- Must be physically capable of sustained lifting of up to 50 lbs, standing, crouching, climbing and walking
- Physical strength/agility sufficient to perform a wide variety of frequent physical tasks including moving equipment/ furniture, operating equipment, lifting, stooping and bending.
- Must be able and willing to respond to emergency calls
- Required to wear personal protective equipment (PPE) appropriate for job assignments
- Must comply with respiratory program and Cal OSHA standards
- Speak, read and understand sufficiently to successfully receive/provide information to/from the public, co-workers, supervisors, etc.
- Sufficient skills to be licensed by the State of California to operate motor vehicle